



# ***COMMONWEALTH of VIRGINIA***

## ***Department of Emergency Management***

### **Citizen's Alerting Systems Local Grant Application**

#### **I. Purpose:**

To provide \$1 million from the State Homeland Security Program (SHSP) local grant funding for Citizen's Alerting Systems statewide with a maximum funding of \$50,000 per award.

#### **II. Background:**

The Commonwealth is currently in its ninth round of homeland security grant funding. In FY2006 the Department of Homeland Security changed focus in the program to implement regional and statewide initiatives that are part of Virginia's State Strategy.

For the DHS 2007 grant applications Stakeholders identified the need for Citizen's Alerting Systems statewide. Through this grant application localities are being given the opportunity to apply and compete for \$1 million dollars.

#### **III. Focus:**

To greatly improve the overall preparedness of the Commonwealth during major events, Virginia Department of Emergency Management is seeking applications for Citizen Alerting Systems. These systems will fill the gaps regionally and statewide. The Commonwealth will be requesting future funding to continue this project.

#### **IV. Evaluation Process and Criteria:**

The Virginia Wireless E-911 Services Board's Public Safety Answering Point (PSAP) Grant Committee will evaluate applications based on standard evaluation criteria. Recommendations will be provided to VDEM for final approval.

Evaluation Criteria will include but will not be limited to:

- Application is a local public safety agency
- Focus on multi-disciplinary collaboration
- Impact on regional and statewide citizen preparedness and communications
- Completion of application including narrative
- Support of the State Preparedness Report and State Strategy

## V. Requirements:

To be eligible for funding applicants must adhere to the following:

1. Total funds requested in the application must not exceed \$50,000 per locality.
2. Applicants may not use SHSP funds to support projects that have already been budgeted for with local funds.
3. Applications must be National Incident Management System (NIMS) certified and compliant. For more information please visit <http://www.fema.gov/emergency/nims/index.shtm>.
4. Equipment must be related to the Citizen's Alerting System and found on the Authorized Equipment List (AEL). For more information on the AEL, please visit at [www.rkb.us](http://www.rkb.us).
5. Maintenance agreements for systems are only allowed through June 30, 2010.
6. Applicants must be compliant with the federal grant guidance provided at [www.vdem.virginia.gov/grant/forms](http://www.vdem.virginia.gov/grant/forms).

***Only one application per locality will be accepted for this funding. Submissions should be coordinated through your Chief Administrative Officer (CAO) to ensure that only one application is submitted. Multiple submissions may immediately disqualify all submissions from their locality. Localities should work with all public safety agencies within their boundaries.***

## VI. Application Timeline and Grant Performance Period:

|                        |  |
|------------------------|--|
| May 16 – June 20, 2008 | Applications Submitted   |
| July 2008              | Evaluate Applications  |
| August, 2008           | Award Funding  |
| October, 2008          | First Quarterly Report due<br>(A quarterly report will be due by the 15 <sup>th</sup> day of each month following the end of a quarter. I.e 10/15, 1/15, 4/15, 7/15) |
| December 31, 2009      | Funds must be spent and final report submitted to VDEM   |

## **VII. Application Narrative Guidance and Forms**

All submissions must be coordinated through your local Chief Administrative Officer's office to ensure that no more than one submission is received from each locality.

Attached is the 2007 Homeland Security Grant Application for Federal Funds. For an electronic version of this application, please go to <http://www.vaemergency.com/grants/forms>.

The following steps must be completed to ensure a successful application:

1. Complete the Homeland Security Grant Application for Federal Funds (above)
2. Complete the Project Narrative (Section VIII of this application)
3. Meet the Application Deadline of June 20, 2008

Five (5) printed copies of the grant request should be sent via certified mail to:

**Grants Office  
Virginia Department of Emergency Management  
10501 Trade Court  
Richmond, Virginia 23236**

***Grant applications must be received by close of business June 20, 2008 for consideration.***

## VIII. Application Narrative Guidance and Forms

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|---------------------------------------|
| <b>APPLICATION NARRATIVE GUIDANCE</b> |
|---------------------------------------|

Please use the following format for the narrative portion of your submission. Answer each question in its entirety.

**1. Explain how your request supports the establishment of a Citizen Alerting System.**

- Explain how this proposed project will close a capability gap for citizen preparedness and communications
- Describe how this request supports the Virginia State Preparedness Report and the Virginia Homeland Security State Strategy

*Note - The Virginia State Preparedness Report and Virginia Homeland Security State Strategy are confidential documents available For Official Use Only. Because of this designation the Virginia Department of Emergency Management has moved the documents to*

*[http://www.vaemergency.com/oeoc/restricted\\_plans/index.cfm](http://www.vaemergency.com/oeoc/restricted_plans/index.cfm). This secure site is accessible by your locality's Emergency Manager.*

*If you need access, please visit the link below for instructions on obtaining a user account: [http://www.vaemergency.com/about/structure/ops/oeoc\\_access.cfm](http://www.vaemergency.com/about/structure/ops/oeoc_access.cfm)*

**2. Describe the proposed project.**

The description of the project should include all of the following:

- Project Purpose
- Scope of Work to include the activities and equipment to be funded (see Eligible Activities Section IV)
- Timeline and Major Milestones
- Plans for paying on-going costs and sustaining after the grant period

**3. Describe how your locality collaborated on a multi-disciplinary level to develop this grant application and how collaboration will be continued.**

- Explain how this project will benefit all of those that collaborated on the development of the application. Include in this description:
  - A listing of the agencies that participated in the development of the application
  - How collaboration will be continued through the implementation and operation of the project

## IV.

## **Eligibility**

### **Eligible Applicants**

Federal funds that are allocated for improving emergency response communications should only be provided to emergency response agencies or organizations at the local level. They include:

- Emergency Medical Services (EMS) agencies
- Fire service agencies
- Law enforcement agencies
- An organization representing the above agencies
- Any emergency response agency listed as an eligible applicant in Federal grant programs that include this guidance

### **Eligible Activities**

The following are the eligible activities for which Federal funding awarded may be used, subject to the statutory authority of the grantor agency:

- **Planning** activities
- **Equipment**
- **Maintaining** system through the end of the grant period (June 30, 2010)